



To: Members of the Remuneration Committee

Notice of a Meeting of the Remuneration Committee

Monday, 6 July 2015 at 8.30 am

Room 2 - County Hall, New Road, Oxford OX1 1ND

Peter G. Clark.

Peter G. Clark
County Solicitor

June 2015

Contact Officer: **Sue Whitehead**
Tel (01865) 810262; Email; sue.whitehead@oxfordshire.gov.uk

Membership

Chairman – Councillor Ian Hudspeth
Deputy Chairman – Councillor Richard Webber

Councillors

Charles Mathew
Rodney Rose

Gillian Sanders
David Williams

David Wilmshurst

Declarations of Interest

The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

List of Disclosable Pecuniary Interests:

Employment (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines. <http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Glenn Watson on (01865) 815270 or glenn.watson@oxfordshire.gov.uk for a hard copy of the document.

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

AGENDA

1. **Apologies for Absence and Temporary Appointments**
2. **Declarations of Interest - see guidance note**
3. **Minutes (Pages 1 - 2)**

To approve the minutes of the meeting held on 23 June 2015 (**RC3**) and to receive information arising from them.

4. **Petitions and Public Address**
5. **Exempt Items**

It is Recommended that the public be excluded for the duration of item RC6 since it is likely that if they were present during that item there would be disclosure of exempt information as defined in Part1 of Schedule 12A to the Local Government Act 1972(as amended) and specified below in relation to those items and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

THE MINUTES AT ITEM 6 HAVE NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM

THIS ALSO MEANS THAT THE CONTENTS SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE.

In the event that any Member or Officer wishes to discuss confidential information related to the report at RC7, the Remuneration Committee will be invited to resolve to exclude the public for that consideration by passing a resolution in relation to that item in the following terms:

that the public be excluded for the duration of item RC6 & 7 since it is likely that if they were present during that item there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to those items and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

NOTE: The report does not contain exempt information and is available to the public.

6. Exempt Minute (Pages 3 - 4)

To approve the exempt part of the minutes of the meeting held on 23 June 2015 (**RC6**) and to receive information arising from them.

The information contained in the report is exempt in that it falls within the following prescribed category:

- 1 Information relating to any individual*
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would infringe the rights of the individual to privacy contrary to the general law and the duty of the authority to respect human rights and to comply with that law and contrary to the authority's duties as a fair employer.

7. Head of Paid Service (Pages 5 - 12)

To consider a report (**RC7**) on the appointment of the head of paid service and other associated posts prior to consideration at full Council on 14 July 2015

During discussion of the report there may be consideration of information that is exempt in that it falls within the following prescribed category:

*Information relating to any individual
Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would infringe the rights of the individual to privacy contrary to the general law and the duty of the authority to respect human rights and to comply with that law and contrary to the authority's duties as a fair employer

The Committee is asked to make recommendations to the full Council meeting on 14 July 2015

REMUNERATION COMMITTEE

MINUTES of the meeting held on Tuesday, 23 June 2015 commencing at 12.00 pm and finishing at 12.45 pm

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair

Councillor Charles Mathew
Councillor Rodney Rose
Councillor Richard Webber
Councillor David Williams
Councillor David Wilmshurst
Councillor Liz Brighthouse OBE (In place of Councillor Gill Sanders)

Officers: Lorna Baxter, Chief Finance Officer; Peter Clark, County Solicitor and Monitoring Officer; Steve Munn, Chief Human Resources Officer; Sue Whitehead (Chief Executive's Office)

The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with a tabled prepared statement and decided as set out below. Except as insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports and prepared statement copies of which are attached to the signed Minutes.

14/15 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 1)

Apologies were received from Councillor Gill Sanders (Councillor Brighthouse substituting).

15/15 MINUTES

(Agenda No. 3)

The Minutes of the meeting held on 10 June 2015 were approved and signed.

16/15 EXEMPT ITEM

(Agenda No. 5)

RESOLVED: that the public be excluded for the duration of item RC6 and RC7 since it is likely that if they were present during those items there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to those items and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PUBLIC SUMMARY OF PROCEEDINGS HELD IN PRIVATE

17/15 EXEMPT MINUTES

(Agenda No. 6)

The information contained in the report is exempt in that it falls within the following prescribed category:

- 4 *Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority*

It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would be contrary to the authority's duties as a fair employer.

The exempt part of the minutes of the meeting held on 10 June 2015 were agreed and signed.

18/15 STAFFING UPDATE

(Agenda No. 7)

The information contained in the report is exempt in that it falls within the following prescribed category:

- 1 *Information relating to any individual*
- 3 *Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would infringe the rights of the individual to privacy contrary to the general law and the duty of the authority to respect human rights and to comply with that law and contrary to the authority's duties as a fair employer.

The Committee considered a report that provided an update on staffing.

..... in the Chair

Date of signing 2015

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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